

TIPS *from* Business Affairs



12 Purchasing Cardholder and Fund Manager Responsibilities

A TTUHSC Purchasing Cardholder and Fund Manager must ensure the card's use complies with applicable Purchasing Card and Purchasing policies and rules. It's the responsibility of the Cardholder to review all Purchasing Card Operating Policies prior to use. For more information, visit: [TTUHSC Purchasing Policies](#), [TTUHSC Purchasing Card Home](#). Send questions to: Pcard@ttuhsc.edu

01 Application & Training

Complete the PCard application, agreement form and required training.

07 Documents

Maintain and provide supporting documentation.

02 PCard Use

Use only for official TTUHSC allowed purchases.

08 Business Purpose

Provide a valid TTUHSC business purpose for each transaction.

03 Safeguard

Keep card in a locked or safe place.

09 Reimburse Misuse

Immediately reimburse TTUHSC for sales tax charged to cards.

04 Compliance

Comply with all Purchasing and PCard Policies and Procedures.

10 Submit Reports

Submit Monthly Expense Reports with supporting documentation by due dates.

05 Responsible

Be accountable for all purchases.

11 Theft or Missing Cards

Report lost or stolen card immediately.

06 Allocation & Verification

Allocate transactions correctly and timely and verify proper recording of transactions.

12 Employee Termination

Return PCard to PCard Coordinator upon cardholder termination.

